



## Judicial Buyer II

---

### Details

**Job ID : 261**

**Title :** Judicial Buyer II

**Job Code :** 609

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

---

### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

---

### Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

---

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

---

### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL BUYER I

---

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

---

### Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

---

### Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED